

**Minutes of the Personnel Committee
Tuesday, June 1, 2004**

Chair Paulson called the meeting to order at 1:00 p.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Duane Paulson (Chair), Bonnie Morris, Tom Bullermann, Bob Thelen, Jeff Morris, Jim Jeskewitz and Genia Bruce.

Also Present: Legislative Policy Advisor Dave Krahn, Chief of Staff Lee Esler, Employment Services Manager Sue Zastrow, Senior Risk Management Analyst Jeff Newcomb, Labor Relations Manager Jim Richter, Employee Benefits Administrator Pete Hans, Senior Human Resources Analyst Renee Gage, Senior Human Resources Analyst Sylvana Radmer, Chief of Staff Allison Bussler, Corporation Counsel Tom Farley, Director of the Child Support Corporation Counsel Linda Safir, Financial Analyst Jennifer Duberstein.

Approve Minutes of May 18, 2004

MOTION: Bruce moved, Jeskewitz second by to approve the minutes of May 18, 2004. **Motion carried:** 7-0.

Schedule Next Meeting Date

- June 15th

1st Quarter Status Report on Worker's Compensation Claims

Newcomb reported that in the first quarter of 2004, there were 18 total worker's compensation claims with no compensation, legal expenses or subrogation payments made. Medical payments totaling \$19,628 have been paid during this period along with claims adjustment expenses totaling \$2,610 and disability pay of \$607. Thirteen claims remain open. Newcomb went into further details on the individual claims. During the time period of 2000 through first quarter 2004, 495 claims have been filed, 42 cases remain open and a total of \$197,253 has been paid in compensation.

Educational Presentation on the Human Resources Division of the Department of Administration

Richter and Zastrow gave a presentation on the Human Resources Division of Administration. Richter said HR is a division of the Department of Administration. There are two distinctive programs within the division: Employment/Training Services and Employee Benefits/Labor Relations. The Labor Relations program manages the county's collective bargaining, grievance arbitration and employee relations and performance functions.

Hans reported that the Employee Benefits program of the Human Resources Division provides the administration of the county's benefit plans. They are working on a study of the retirees health insurance program and will report results periodically to the committee. Hans gave a brief description of the current Employee Benefits Website as well as future plans for contents. He works to make sure Waukesha County is in compliance with regulations such as COBRA and HIPAA.

Zastrow said the Employment Services program of the division is responsible for the implementation of federal and state employment and labor laws, personnel recruitment and selection, processing new applications and applicant tracking, and wage and salary administration. The Training program provides training and education assistance to county employees in order to improve the quality of county services, assist employees in the performance of their jobs and prepare employees for promotional opportunities. Zastrow introduced Gage and Radmer. Zastrow said Training Coordinator Deb Kneser also reports to her.

In addition of her training responsibilities, Kneser is the chair of the Wellness Committee that encourages healthy activities for the employees.

Educational Presentation on the County Board Office

Dwyer said the mission of the Waukesha County Board of Supervisors is to enact legislation to establish policy to promote the health, safety, welfare and quality of the life of the people of Waukesha County in a fiscally responsible manner. The legislative body of the county is the Board of Supervisors which consists of 35 members who are elected by districts to two-year terms in even-numbered years. From its members, the board elects a chairperson, first vice-chairperson and second vice-chairperson as officers of the County Board. There are seven standing committees of the County Board organized on functional lines. The Executive, Finance, and Personnel Committees deal with administrative policy matters, whereas the remaining four standing committees Judiciary and Law Enforcement, Health and Human Services, Land Use, Parks and Environment, and Public Works are concerned with policy matters affecting public services.

Dwyer said through the Internal Audit function, the County Board provides financial and program evaluations to assure cost-effective and efficient use of available resources. The Executive Committee oversees the audit schedule. Dwyer said there are two staff members responsible for the audit function. Esler gave an example of an issue that the auditors had investigated. Our auditors look for ways to help departments run more efficiently and to make sure there are processes in place to make sure staff do not get caught in a squeeze.

Dwyer talked about the staff included in the Legislative Support positions for the County Board. These positions include the County Board Chair, Chief of Staff, two Legislative Policy Advisors, Office Services Coordinator and two legislative associates. Dwyer explained the roles and tasks of the County Board Chair that includes but is not limited to the following groups/activities: Waukesha County Executive Committee, Planning Policy Advisory Committee for the State Supreme Court, Criminal Justice Collaborating Council, Policy and Advisory Subcommittee on Court Funding through the State Supreme Court, WCEDC Board, Southeastern District Seven Counties Meetings, Courthouse Security, RFP Committees, WOW Board, Workforce Development Board, NACo, WCA, ground breakings and ribbon cuttings, etc.

Esler explained how the Chairman and County Board staff fulfills the 2004 County Board objectives. Esler said he could come back to the committee at a later date to more thoroughly review the County Board budget objectives.

Review 2003 Year-End General Funds Budget Status Report for the Departments for which this Committee has Oversight

Esler said the Finance Department prepares these reports quarterly and the Finance Committee reviews them quarterly. The committee review looks for budgetary items that are not going along as expected. There is nothing in the current report that indicates any problems. This report provides the new members of the Personnel Committee a scope of operations for the departments for which they have oversight. Too much money leftover in a budget at the end of the year is alarming because it could mean that departments are not budgeting appropriately. Sometimes the Department of Administration prepares these reports in such a way to alert the committees to come down on a department because their numbers don't look right. Esler briefly went through the department narratives as found in the reports.

Educational Presentation on the County Executive's Office

Bussler introduced herself to the committee and gave a brief synopsis of her resume. She said as chief executive officer of county government, the County Executive serves the citizens of Waukesha County by protecting and promoting their welfare, safety, health and quality of life. The County Executive is responsible for managing administrative functions of county government, which are not vested in other elected officials. In partnership with the County Board of Supervisors and boards and commissions, county government policy is established. The County Executive is also responsible for overseeing the activities of the Office of Emergency Management and the Community Development Block Grant (CDBG) programs. The County Executive has the authority to appoint department heads and all members of boards and commissions. The County Executive is responsible for the preparation of the executive budget, strategic plans and for coordination of efficient executive office administrative and clerical support. The County Executive reviews non-represented performance pay recommendations for fairness, consistency and meeting county evaluation requirements. The County Executive's office coordinates tours of county facilities for school groups, grand openings, special events, proclamations and accommodations, printed materials, public relations, etc.

Educational Presentation on the Corporation Counsel's Office

Farley said the duties of the Corporation Counsel Office include the following: to improve the quality of life for all residents of Waukesha County by facilitating effective policy making and administrative decision making of the County Board and County Executive; to provide for the establishment and enforcement of financial support for needy children and establish care for the mentally ill and elderly infirm; to cooperate in providing stability for dysfunctional families through the Juvenile Court System; to assist in establishing and enforcing land use plans and zoning regulations; to enforce health ordinances; to give sound legal advice to all County Departments, boards and commissions to assist them in effectively carrying out their functions; and to respond to the legal needs of county employees whose function is to provide various governmental services to the public. In addition, the Corporation Counsel Office is responsible for overseeing the activities of the Child Support program.

Safir said the Child Support Division in the Corporation Counsel Office implements and administers the Child Support Enforcement Act pursuant to Title IV-D of the Federal Social Security Act and Wisconsin Statutes, under contract with the State Department of Workforce Development. This Division accounts for county child support services supported by state, federal and county funding. Child support services include activities to establish paternity, obtain initial orders for child support and health insurance, enforce or modify existing orders and collect delinquent accounts. They try to keep things as efficient as possible. Consistent child support can make a tremendous difference for a family's quality of life. The work they do is crucial to the children in Waukesha County.

Motion to Adjourn

MOTION: B. Morris moved, Jeskewitz second by to adjourn at 3:55 p.m. **Motion carried:** 7-0.

Respectfully submitted,

Bonnie J. Morris